



## DEPARTMENTAL ACCOUNTING POLICY

Number: AP-02-002  
Subject: Adjustments to the Consolidated Financial  
Statements  
Date: August 13, 2002  
OPI: Associate Chief Financial Officer - Controller  
Operations

/s/ \_\_\_\_\_  
Jesse L. King  
Confidential Assistant, Controller Operations

### 1 PURPOSE

This prescribes the policies and procedures for making adjustments to the consolidated financial statements.

### 2 POLICIES

- A. The ACFO-CO must approve all FFIS adjustments between October 10, 2002 and November 4, 2002.
- B. Non-FFIS adjustments may be made until templates are submitted without ACFO-CO approval.
- C. Adjustments may be initiated by ACFO-CO between November 5, 2002 and November 22, 2002.
- D. Only audit adjustments will be accepted after November 22, 2002.
- E. The final date for audit adjustments is December 10, 2002.



### 3 PROCEDURES

A. The agency will complete a standard adjustment form (Attachment A) with the following data elements, if applicable, for each adjustment:

- Agency
- FACTS Business Line Number
- Mission Area
- Agency Control Number
- Treasury Symbol
- Budget Fiscal Year (BFY)
- Fund Code (FFIS only)
- Budget Functional Classification (BFC)
- Department Code, e.g., 12
- Agency Code, e.g. 08 (Risk Management Agency)
- Organization Code (FFIS only)
- Budget Object Code (BOC)
- Agency Account
- SGL Account
- Note, RSSI, and RSI Reference
- Financial Statement (F/S) and Line Number, e.g., +BS1A3. (Indicate an increase (+) or decrease (-) to the financial statement line balance.)
- Debit Amount
- Credit Amount
- Description
- Prepared By/Date
- Agency CFO Approval/Date
- ACFO-CO Approval/Date

B. The agency Chief Financial Officer, equivalent, or designee will approve FFIS adjustments before ACFO-CO approval.

C. The FFIS adjustment form will be faxed to ACFO-CO Attention of Mr. Jesse King at (202) 720-9997.



D. The ACF0-C0 will notify the agency once FFIS adjustments are approved and coordinate with the agency and the ACF0-FS to record FFIS adjustments in period 15/03.

E. The ACF0-C0 will assign a control number to each FFIS adjustment approved and maintain an adjustments log for control purposes.

F. After November 22, 2002, the auditor will provide ACF0-C0 with proposed adjustments.

G. The ACF0-C0 will provide audit adjustments to the agency and the Financial Reporting Branch.

H. The agency will complete a standard adjustment form for audit adjustments and fax to the Financial Reporting Branch at (504) 253-5392 for input to the FSDW II.

#### 4 Inquiries

Inquiries should be directed to ACF0-C0 at (202) 720-1200.